

Graduate Business
Oral Roberts University

e-Portfolio
Handbook

ORAL ROBERTS UNIVERSITY



GRADUATE BUSINESS

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Electronic Portfolio Graduate Index for Outcomes

1. Outcome: Students will be able to demonstrate competencies in writing and verbal skills using the latest technology when appropriate.
 - a. Index: **Communication Skills**
 - b. Artifacts: GMGT 561 (Management/Organization Theory): Written - Executive Summary from the Management Paper. GMKT 564 (Marketing Management): Oral - Presentation Professor Evaluation Form.
2. Outcome: Students will be able to demonstrate competencies involving cultural sensitivity, effective global perspectives, and citizenship.
 - a. Index: **Global Perspectives**
 - b. Artifacts: GBUS 565 (Strategic Management): Executive Summary from the Individual Final Case.
3. Outcome: Students will be able to demonstrate competencies in the ethical identification, retrieval, evaluation and use of data, information, and knowledge, in a business/management setting.
 - a. Index: **Research Skills**
 - b. Artifacts: GBUS 573 (Competitive Business Intelligence): Final assignment for the course (sections to include: Executive Summary, Research Methodology and Bibliography).
4. Outcome: Students will be able to demonstrate competencies in working as part of a team as related to human relations, time management, and accomplishing team goals.
 - a. Index: **Team Skills**
 - b. Artifacts: GMKT 564 (Marketing Management): Team Evaluation.
5. Outcome: Students will be able to demonstrate competencies in problem solving abilities through analytical skills, critical thinking, and creativity.
 - a. Index: **Problem Solving Skills**
 - b. Artifacts: GBUS 565 (Strategic Management): Executive Summary from the Individual Final Case.
6. Outcome: Students will be able to demonstrate management proficiencies using the concepts of planning, organizing, directing, and controlling.
 - a. Index: **Management Skills**
 - b. Artifacts: GMGT 561 (Management/Organization Theory): Executive Summary from the Management Paper.

7. Outcome: Students will be able to demonstrate competencies in relevant theory, relevant innovation, knowledge of financial responsibility, as well as academic proficiencies in their academic majors.
 - a. Index: **Technical Skills**
 - b. Artifacts: GBUS 565 (Strategic Management): Executive Summary from the Individual Final Case.
8. Outcome: Students will be able to demonstrate professionalism in business presentations with emphases on appropriate business attire; attitudes (peer to peer, subordinate to superior, and superior to subordinate); and general presentation skills.
 - a. Index: **Professionalism**
 - b. Artifacts: GBUS 565 (Strategic Management): Professor Evaluation Form.
9. Outcome: Students will be able to demonstrate competencies in leadership, self-motivation, and confidence in social interaction.
 - a. Index: **Leadership Skills**
 - b. Artifacts: Pre-Strategic Management Leadership Assessment Evaluation Form Filled Out by the Five Core Course Professors: GMGT 561, GMKT 564, GACT 562, GFIN 563, and GBUS 504
10. Outcome: Students will be able to demonstrate competencies as related to witnessing for Christ, sensitivity to the Holy Spirit, evangelistic ability with an emphasis on honest and ethical business behavior.
 - a. Index: **Christian Lifestyle & Ethics**
 - b. Artifacts: GBUS 572 (Business Ethics): Synthesis and Application paper

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Graduate Business Written Communication Skills Rubric

	Exemplary	Competent	Acceptable	Unacceptable	Not Attempted	
Criteria	4	3	2	1	0	Weight
Content	Subject content is well presented throughout. Information is clear, accurate, and relevant.	Content is generally appropriate. Lacks some cohesiveness with respect to purpose.	Minimal evidence of appropriate content. Some information is missing, confusing, unrelated or flawed.	Little evidence of appropriate content. Much information is confusing, missing, unrelated or flawed.	No evidence of appropriate content.	15%
Communication Skills	Excellent demonstration of communication skills throughout.	Communication skills evident. Errors do not detract from effectiveness.	Minimal evidence of communication skills. Flaws detract from effectiveness.	Little evidence of communication skills.	No attempt made at demonstrating communication skills.	30%
Style & Vocabulary	Demonstrates appropriate style and vocabulary. Style and vocabulary enhance effectiveness.	Style and vocabulary are generally appropriate. Contains some minor errors which do not detract from effectiveness.	Minimal evidence of correct style and vocabulary. Contains some errors which detract from effectiveness.	Little evidence of correct style and vocabulary.	No evidence of correct style and vocabulary.	20%
Organization	Organization is logical, clear and consistent.	Organization is logical. Has some imperfections in clarity and consistency.	Minimal evidence of effective organization. Somewhat logical, but flaws detract from effectiveness.	Little evidence of effective organization. Sequence not logical. Obscure and disconnected ideas.	No attempt at effective organization.	15%
Spelling & Grammar	Follows rules of spelling and grammar. Spelling and grammar enhance effectiveness.	Most rules of spelling and grammar followed. Minor flaws do not detract from effectiveness.	Minimal evidence of accurate spelling and grammar. Flaws detract from effectiveness.	Little evidence of accurate spelling and grammar.	No attempt at using correct spelling and grammar.	20%

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Graduate Business Oral Communication Skills Rubric

	Exemplary	Competent	Acceptable	Unacceptable	Not Attempted	
Criteria	4	3	2	1	0	Weight
Content	Subject content is well presented throughout. Information is clear, accurate, and relevant.	Content is generally appropriate. Lacks some cohesiveness with respect to purpose.	Minimal evidence of appropriate content. Some information is missing, confusing, unrelated or flawed.	Little evidence of appropriate content. Much information is confusing, missing, unrelated or flawed.	No evidence of appropriate content.	31%
Team Skills	Excellent demonstration of team skills throughout.	Team skills evident. Errors do not detract from effectiveness.	Minimal evidence of team skills. Flaws detract from effectiveness.	Little evidence of team skills.	No attempt made at demonstrating team skills.	15%
Professionalism	Demonstrates appropriate professionalism in business presentations: appropriate business attire; attitudes (peer to peer, subordinate to superior, and superior to subordinate); and general presentation skills.	Professionalism is generally appropriate. Some minor issues evident which do not detract from effectiveness.	Minimal demonstration of appropriate professionalism. Some issues evident which detract from effectiveness.	Little demonstration of appropriate professionalism.	No demonstration of appropriate professionalism	8%
Business Presentation Skills	Demonstrates appropriate business presentation skills. Presentation skills enhance effectiveness.	Business presentation skills are generally appropriate and do not detract from effectiveness.	Minimal evidence of appropriate business presentation skills which detracts from effectiveness.	Little evidence of appropriate business presentation skills.	No evidence of appropriate business presentation skills.	46%

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Graduate Business Global Perspectives Rubric

	Exemplary	Competent	Acceptable	Unacceptable	Not Attempted	
Criteria	4	3	2	1	0	Weight
Problem Solving Skills	Excellent demonstration of analytical skills, critical thinking and creative problem solving throughout.	Analytical skills, critical thinking and creative problem solving evident. Information clearly conveyed. Errors do not detract from effectiveness.	Minimal evidence of effective analytical skills, critical thinking and creative problem solving. Flaws detract from effectiveness.	Little evidence of analytical skills, critical thinking and creative problem solving.	No attempt made at demonstrating analytical skills, critical thinking and creative problem solving.	20%
Content	Subject content is well presented throughout. Information is clear, accurate, and relevant.	Content is generally appropriate. Lacks some cohesiveness with respect to purpose.	Minimal evidence of appropriate content. Some information is missing, confusing, unrelated or flawed.	Little evidence of appropriate content. Much information is confusing, missing, unrelated or flawed.	No evidence of appropriate content.	20%
Analysis	Excellent analysis of information. Conclusions are valid and well supported.	Correct analysis of information. Most of the analysis valid. Contains some minor flaws.	Minimal evidence of accurate and effective analysis. Conclusions not fully supported.	Little evidence of accurate and effective analysis. Incorrectly interprets information with poor analysis or conclusions.	No evidence of analysis.	20%
Technical Skills	Excellent demonstration of technical skills throughout.	Technical skills evident. Errors do not detract from effectiveness.	Minimal evidence of technical skills. Flaws detract from effectiveness.	Little evidence of technical skills.	No attempt made at demonstrating technical skills.	20%
Research Skills	Excellent demonstration of research methodology and information literacy throughout.	Research methodology and information literacy evident. Information clearly conveyed. Errors do not detract from effectiveness.	Minimal evidence of effective research methodology and information literacy. Flaws detract from effectiveness.	Little evidence of effective research methodology and information literacy.	No attempt made at demonstrating research methodology and information literacy.	20%

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Graduate Business Team Skills Rubric

	Exemplary	Competent	Acceptable	Unacceptable	Not Attempted	
Criteria	4	3	2	1	0	Weight
Leadership	Excellent demonstration of leadership. Goals met or exceeded. Synergy evident.	Effective leadership demonstrated. Some inefficiencies which do not detract from effectiveness.	Minimal evidence of leadership demonstrated. Inefficiencies detract from effectiveness.	Little evidence of leadership demonstrated.	Not attempted.	20%
Appropriate Attitude	Demonstrates appropriate attitude toward superiors, peers and subordinates. Attitude enhances effectiveness.	Attitude is generally appropriate. Some minor issues evident which do not detract from effectiveness.	Minimal demonstration of appropriate attitude. Some issues evident which detract from effectiveness.	Little demonstration of appropriate attitude.	No demonstration of appropriate attitude.	30%
Professionalism	Demonstrates appropriate professionalism in business presentations: appropriate business attire; attitudes (peer to peer, subordinate to superior, and superior to subordinate); and general presentation skills.	Professionalism is generally appropriate. Some minor issues evident which do not detract from effectiveness.	Minimal demonstration of appropriate professionalism. Some issues evident which detract from effectiveness.	Little demonstration of appropriate professionalism.	No demonstration of appropriate professionalism	30%
Content	Subject content is well presented throughout. Information is clear, accurate, and relevant.	Content is generally appropriate. Lacks some cohesiveness with respect to purpose.	Minimal evidence of appropriate content. Some information is missing, confusing, unrelated or flawed.	Little evidence of appropriate content. Much information is confusing, missing, unrelated or flawed.	No evidence of appropriate content.	20%

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Graduate Business Problem Solving Skills Rubric

	Exemplary	Competent	Acceptable	Unacceptable	Not Attempted	
Criteria	4	3	2	1	0	Weight
Global Perspectives	Excellent demonstration of cultural sensitivity, effective global perspectives, and global citizenship throughout. Information is clear, accurate, and relevant.	Cultural sensitivity, effective global perspectives, and global citizenship evident. Errors do not detract from effectiveness.	Minimal evidence of cultural sensitivity, effective global perspectives, and global citizenship. Flaws detract from effectiveness.	Little evidence of cultural sensitivity, effective global perspectives, and global citizenship.	No evidence of cultural sensitivity, effective global perspectives, and global citizenship.	10%
Research Skills	Excellent demonstration of research methodology and information literacy throughout.	Research methodology and information literacy evident. Information clearly conveyed. Errors do not detract from effectiveness.	Minimal evidence of effective research methodology and information literacy. Flaws detract from effectiveness.	Little evidence of effective research methodology and information literacy.	No attempt made at demonstrating research methodology and information literacy.	25%
Technical Skills	Excellent demonstration of technical skills throughout.	Technical skills evident. Errors do not detract from effectiveness.	Minimal evidence of technical skills. Flaws detract from effectiveness.	Little evidence of technical skills.	No attempt made at demonstrating technical skills.	30%
Content	Subject content is well presented throughout. Information is clear, accurate, and relevant.	Content is generally appropriate. Lacks some cohesiveness with respect to purpose.	Minimal evidence of appropriate content. Some information is missing, confusing, unrelated or flawed.	Little evidence of appropriate content. Much information is confusing, missing, unrelated or flawed.	No evidence of appropriate content.	10%
Analysis	Excellent analysis of information. Conclusions are valid and well supported.	Correct analysis of information. Most of the analysis valid. Contains some minor flaws.	Minimal evidence of accurate and effective analysis. Conclusions not fully supported.	Little evidence of accurate and effective analysis. Incorrectly interprets information with poor analysis or conclusions.	No evidence of analysis.	25%

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Graduate Business Management Skills Rubric

	Exemplary	Competent	Acceptable	Unacceptable	Not Attempted	
Criteria	4	3	2	1	0	Weight
Content	Subject content is well presented throughout. Information is clear, accurate, and relevant.	Content is generally appropriate. Lacks some cohesiveness with respect to purpose.	Minimal evidence of appropriate content. Some information is missing, confusing, unrelated or flawed.	Little evidence of appropriate content. Much information is confusing, missing, unrelated or flawed.	No evidence of appropriate content.	30%
Style & Vocabulary	Demonstrates appropriate style and vocabulary. Style and vocabulary enhance effectiveness.	Style and vocabulary are generally appropriate. Contains some minor errors which do not detract from effectiveness.	Minimal evidence of correct style and vocabulary. Contains some errors which detract from effectiveness.	Little evidence of correct style and vocabulary.	No evidence of correct style and vocabulary.	20%
Analysis	Excellent analysis of information. Conclusions are valid and well supported.	Correct analysis of information. Most of the analysis valid. Contains some minor flaws.	Minimal evidence of accurate and effective analysis. Conclusions not fully supported.	Little evidence of accurate and effective analysis. Incorrectly interprets information with poor analysis of conclusions.	No evidence of analysis.	30%
Organization	Organization is logical, clear and consistent.	Organization is logical. Has some imperfections in clarity and consistency.	Minimal evidence of effective organization. Somewhat logical, but flaws detract from effectiveness.	Little evidence of effective organization. Sequence not logical. Obscure and disconnected ideas.	No attempt at effective organization.	10%
Spelling & Grammar	Follows rules of spelling and grammar. Spelling and grammar enhance effectiveness.	Most rules of spelling and grammar followed. Minor flaws do not detract from effectiveness.	Minimal evidence of accurate spelling and grammar. Flaws detract from effectiveness.	Little evidence of accurate spelling and grammar.	No attempt at using correct spelling and grammar.	10%

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Graduate Business Technical Skills Rubric

	Exemplary	Competent	Acceptable	Unacceptable	Not Attempted	
Criteria	4	3	2	1	0	Weight
Content	Subject content is well presented throughout. Information is clear, accurate, and relevant.	Content is generally appropriate. Lacks some cohesiveness with respect to purpose.	Minimal evidence of appropriate content. Some information is missing, confusing, unrelated or flawed.	Little evidence of appropriate content. Much information is confusing, missing, unrelated or flawed.	No evidence of appropriate content.	25%
Analysis	Excellent analysis of information. Conclusions are valid and well supported.	Correct analysis of information. Most of the analysis valid. Contains some minor flaws.	Minimal evidence of accurate and effective analysis. Conclusions not fully supported.	Little evidence of accurate and effective analysis. Incorrectly interprets information with poor analysis or conclusions.	No evidence of analysis.	25%
Problem Solving Skills	Excellent demonstration of analytical skills, critical thinking and creative problem solving throughout.	Analytical skills, critical thinking and creative problem solving evident. Information clearly conveyed. Errors do not detract from effectiveness.	Minimal evidence of effective analytical skills, critical thinking and creative problem solving. Flaws detract from effectiveness.	Little evidence of analytical skills, critical thinking and creative problem solving.	No attempt made at demonstrating analytical skills, critical thinking and creative problem solving.	25%
Research Skills	Excellent demonstration of research methodology and information literacy throughout.	Research methodology and information literacy evident. Information clearly conveyed. Errors do not detract from effectiveness.	Minimal evidence of effective research methodology and information literacy. Flaws detract from effectiveness.	Little evidence of effective research methodology and information literacy.	No attempt made at demonstrating research methodology and information literacy.	25%

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Graduate Business Professionalism Rubric

	Exemplary	Competent	Acceptable	Unacceptable	Not Attempted	
Criteria	4	3	2	1	0	Weight
Appropriate Attitude	Demonstrates appropriate attitude toward superiors, peers and subordinates. Attitude enhances effectiveness.	Attitude is generally appropriate. Some minor issues evident which do not detract from effectiveness.	Minimal demonstration of appropriate attitude. Some issues evident which detract from effectiveness.	Little demonstration of appropriate attitude.	No demonstration of appropriate attitude.	30%
Appropriate Business Attire	Demonstrates appropriate business setting attire. Attire enhances effectiveness.	Attire is generally appropriate and does not detract from effectiveness.	Minimal evidence of appropriate attire which detracts from effectiveness.	Little evidence of appropriate attire.	No evidence of appropriate attire.	30%
Business Presentation Skills	Demonstrates appropriate business presentation skills. Presentation skills enhance effectiveness.	Business presentation skills are generally appropriate and do not detract from effectiveness.	Minimal evidence of appropriate business presentation skills which detracts from effectiveness.	Little evidence of appropriate business presentation skills.	No evidence of appropriate business presentation skills.	40%

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Graduate Business Leadership Skills Rubric

	Exemplary	Competent	Acceptable	Unacceptable	Not Attempted	
Criteria	4	3	2	1	0	Weight
Global Perspectives	Excellent demonstration of cultural sensitivity, effective global perspectives, and global citizenship throughout. Information is clear, accurate, and relevant.	Cultural sensitivity, effective global perspectives, and global citizenship evident. Errors do not detract from effectiveness.	Minimal evidence of cultural sensitivity, effective global perspectives, and global citizenship. Flaws detract from effectiveness.	Little evidence of cultural sensitivity, effective global perspectives, and global citizenship.	No evidence of cultural sensitivity, effective global perspectives, and global citizenship.	10%
Problem Solving Skills	Excellent demonstration of analytical skills, critical thinking and creative problem solving throughout.	Analytical skills, critical thinking and creative problem solving evident. Information clearly conveyed. Errors do not detract from effectiveness.	Minimal evidence of effective analytical skills, critical thinking and creative problem solving. Flaws detract from effectiveness.	Little evidence of analytical skills, critical thinking and creative problem solving.	No attempt made at demonstrating analytical skills, critical thinking and creative problem solving.	20%
Team Skills	Excellent demonstration of team skills throughout.	Team skills evident. Errors do not detract from effectiveness.	Minimal evidence of team skills. Flaws detract from effectiveness.	Little evidence of team skills.	No attempt made at demonstrating team skills.	20%
Christian Lifestyle & Ethics	Excellent incorporation of a Christian worldview throughout. Enhances effectiveness.	Christian worldview incorporated. Minor flaws do not detract from effectiveness.	Minimal evidence of a Christian worldview. Flaws and exclusions detract from effectiveness.	Little evidence of a Christian worldview.	No attempt at incorporating a Christian worldview.	20%
Management Skills	Excellent demonstration of management skills throughout.	Management skills evident. Errors do not detract from effectiveness.	Minimal evidence of management skills. Flaws detract from effectiveness.	Little evidence of management skills.	No attempt made at demonstrating management skills.	20%
Appropriate Attitude	Demonstrates appropriate attitude toward superiors, peers and subordinates. Attitude enhances effectiveness.	Attitude is generally appropriate. Some minor issues evident which do not detract from effectiveness.	Minimal demonstration of appropriate attitude. Some issues evident which detract from effectiveness.	Little demonstration of appropriate attitude.	No demonstration of appropriate attitude.	10%

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Graduate Business Christian Lifestyle and Ethics Rubric

	Exemplary	Competent	Acceptable	Unacceptable	Not Attempted	
Criteria	4	3	2	1	0	Weight
Content	Subject content is well presented throughout. Information is clear, accurate, and relevant.	Content is generally appropriate. Lacks some cohesiveness with respect to purpose.	Minimal evidence of appropriate content. Some information is missing, confusing, unrelated or flawed.	Little evidence of appropriate content. Much information is confusing, missing, unrelated or flawed.	No evidence of appropriate content.	40%
Style & Vocabulary	Demonstrates appropriate style and vocabulary. Style and vocabulary enhance effectiveness.	Style and vocabulary are generally appropriate. Contains some minor errors which do not detract from effectiveness.	Minimal evidence of correct style and vocabulary. Contains some errors which detract from effectiveness.	Little evidence of correct style and vocabulary.	No evidence of correct style and vocabulary.	10%
Analysis	Excellent analysis of information. Conclusions are valid and well supported.	Correct analysis of information. Most of the analysis valid. Contains some minor flaws.	Minimal evidence of accurate and effective analysis. Conclusions not fully supported.	Little evidence of accurate and effective analysis. Incorrectly interprets information with poor analysis of conclusions.	No evidence of analysis.	40%
Global Perspectives	Excellent demonstration of cultural sensitivity, effective global perspectives, and global citizenship throughout. Information is clear, accurate, and relevant.	Cultural sensitivity, effective global perspectives, and global citizenship evident. Errors do not detract from effectiveness.	Minimal evidence of cultural sensitivity, effective global perspectives, and global citizenship. Flaws detract from effectiveness.	Little evidence of cultural sensitivity, effective global perspectives, and global citizenship.	No evidence of cultural sensitivity, effective global perspectives, and global citizenship	10%

Setting up Your Graduate Business ePortfolio

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IMPORTANT NOTE: These instructions will help you set up your ePortfolio the first time you access it. Once you have set up your Graduate Business ePortfolio, you will not need to perform these actions again until you begin your personal ePortfolio or a resume ePortfolio. To perform any other actions in your ePortfolio, see “Instructions for Students Using ePortfolio” on the next page of this handbook.

1. Go to <http://www.oru.edu>.
2. Click on ACADEMICS.
3. Click on ePortfolio.
4. Click on ENTER ePortfolio.
5. Login with user id and password, and click in the box next to “Allow session to continue without timeout.”
6. Enter the email address to which you are most likely to respond.
7. Click OK.
8. Find ePortfolio.
9. Click on the ENTER button adjacent to it.
10. Click on the PROFILE button at the top of the page.
11. Choose Graduate Business.
12. Click on SAVE CHANGES.
13. Highlight (NEW PORTFOLIO NAME).
14. Type “Graduate Business.”
15. Click on CREATE.
16. Click on the TABLE OF CONTENTS button at the top of the page.
17. Go to the drop-down box that says, “Choose an existing Table of Contents.”
18. Choose Graduate Business.
19. Click on CONTINUE.
20. Choose a theme for your ePortfolio (the blue theme, second row on the far left, looks great and keeps the Table of Contents on the left side of the screen).
21. If you are not automatically sent to a new page showing your ePortfolio, click on CONTINUE at the bottom of the page.
22. Click on the PUBLISH button at the top of the page.
23. “Red X” out of the page that pops up (close the page by clicking the red X in the upper right-hand corner of the page).
24. Click on RETURN in the top left-hand corner of your remaining ePortfolio page.

CONGRATULATIONS! You have successfully set up your ePortfolio. To begin the process of uploading artifacts, see “Instructions for Students Using ePortfolio” on the next page of this handbook.

Instructions for Students Using ePortfolio

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BEFORE YOU BEGIN: Make sure that all of the artifacts you wish to submit are saved in a place where you can access them (on the computer you are using, on a CD, on a jump drive, or on a diskette).

When you upload other artifacts, pay careful attention to where the artifact belongs. In other words, look at the “Graduate Business ePortfolio Handbook” (<http://ePortfolio.oru.edu> then click on “Department Resources” button) to determine the location in the Graduate Business Table of Contents where the artifact should be placed.

Uploading an Artifact to your Artifact Library

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1. Make certain your assignment is loaded somewhere on the computer.
2. Go to <http://www.oru.edu>.
3. Click on ACADEMICS.
4. Click on ePortfolio.
5. Click on ENTER ePortfolio.
6. Login with user id and password, and click in the box next to “Allow session to continue without timeout.”
7. Find ePortfolio.
8. Click on the ENTER button adjacent to it.
9. Find your Graduate Business portfolio.
10. Click on the EDIT button adjacent to it.
11. Click on the ARTIFACT LIBRARY button at the top of the page.
12. Click the ADD NEW ARTIFACT button at the top of the page.
13. Click the BROWSE button.
14. Choose the location where your assignment is stored.
15. Peruse the list until you find the desired (.doc) file.
16. Double-click on the item.
17. Click on the DEPOSIT FILE button.
18. In the TITLE box, type the name of the artifact or use the automatically generated file name.
19. Click on the TYPE drop-down box.
20. Choose OTHER. [Note: If your document is a web page, choose WEB PAGE (HTML). If it has been scanned and saved as a PDF file, choose ACROBAT DOCUMENT.]
21. Ignore the FOLDER drop-down box for now.
22. Click on the REGISTER button. (Your file should now show up under the “ARTIFACTS LIST” in the ARTIFACT LIBRARY.)
23. Click on the RETURN button at the top of the page.

Inserting an Artifact From Your Artifact Library Into Your ePortfolio

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1. Find your Graduate Business portfolio.
2. Next to this portfolio, click on the EDIT button.
3. Click on the appropriate item in the first level of the Table of Contents.
4. Find the appropriate subsection of the Table of Contents and click on EDIT. **(It is ESSENTIAL that you place your artifact in the correct location; if you choose the wrong section or subsection, your professor will not be able to assess your artifact.)**
5. Click on the drop-down box under the subsection heading for your assignment.
6. Click on the title of the artifact you are uploading.
7. Once your artifact appears with a check mark next to it, click on the PUBLISH button at the top of the page. **(Note: If you do not publish your portfolio, it will not save your changes.)**
8. “Red X” out of the page that pops up (close the page by clicking the red X in the upper right-hand corner of the page).
9. Click on the RETURN button at the top of your remaining ePortfolio page.

Sending Your Work to be Assessed

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1. Find your Graduate Business portfolio again. (This is the portfolio you were just working with when you uploaded your artifact in the set of steps above.)
2. Next to this portfolio, click on the ASSESS button. (Note: If the ASSESS button does not appear, then click on PUBLISH, “Red X” out of the new page that pops up, and the ASSESS button will appear. If you still do not see it, click on the green REFRESH button at the very top toolbar of your screen.)
3. You should see a split screen. Under STEP 1, look at your ePortfolio to double check that all documents are readable and in the correct locations. This is exactly what your professor will see.
4. Under STEP 2, click on the SUBMIT PORTFOLIO button.
5. Complete the DEMOGRAPHIC SURVEY. (This survey will only appear once a semester.)
6. When you get to the screen that says “SELECT SECTION,” find the appropriate item in the first level of the Table of Contents.
7. Find the appropriate subsection heading to which you attached your artifact. Click the box next to it. **(If you do not know which section and subsection to choose, refer to the “Graduate Business ePortfolio Handbook.” It is ESSENTIAL that you choose the correct location; if**

you choose the wrong section or subsection, your professor will not be able to assess your artifact.)

8. Click OK.
 9. Choose the correct RUBRIC from the drop-down menu. There will sometimes be more than one choice, so look at the entire list before choosing one.
 10. Choose the name of the designated ASSESSOR for your artifact.
 11. Click the SUBMIT FOR ASSESSMENT button at the bottom of the page.
 12. Click on RETURN TO ePortfolio if you have more artifacts to upload.
- When you have finished, you can exit by clicking on the faint green LOG OUT link at the top of the page.

CONGRATULATIONS! You have successfully uploaded and submitted an ePortfolio artifact for evaluation. If you have further questions about the steps of this process, visit the ePortfolio website at <http://www.oru.edu/Academics/ePortfolio/Instructions>.



Dr. Mark Lewandowski
Dean



Dr. Marshal Wright
Department Chair

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